

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
On Duty Strength by Directorate						
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3	monthly			5		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
computer	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO.		Ex. Dir-Compt memo, 24 Sept 1968		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
CPD						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS						
OCS cost -	.03 per page		33		\$ .99	12 \$11.88
TOTAL COSTS PER YEAR						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Provide basic information required to manage and control Agency non-staff personnel. First report December 1968, Executive Director-Comptroller established requirement.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)				MAN-HOURS	DOLLARS
16. DATE OF INVENTORY	17. SIGNATURE AND INFORMATION				18. EXTENSION	
9 October 1970	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160072-1 Chief, Contract Personnel Division				<input type="checkbox"/> STAT	
FORM 112						

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